

Travel Expense Worksheet

All overnight travel requires prior authorization. Travel expenses are reimbursable based on the government per diem rate. Refer to the Government Per Diem Rate Sheet for claiming travel expenses, which is located at www.cand.uscourts.gov or in the CJA Manual as Exhibit _____. Please use this worksheet to claim overnight travel. Categorize travel by each day and include all charges in the appropriate section. Please total each category for the day (i.e., three taxi fare receipts for a particular day should be totaled and inserted in the section for taxi). The receipts should accompany the travel expense report and should total the amounts listed on the expense report.

(INCLUDE ALL RECEIPTS AND TRAVEL AUTHORIZATION FOR REIMBURSEMENT)

Date	Airfare	Rental Car (claim charge of rental car/gas)	Privately Owned Vehicle (claim mileage only)	Taxi	Shuttle	Hotel	Meals	Parking Tolls Public Transportation	Other Expenses	Total

Please note: If travel is within the same day, meals can only be claimed if the travel exceeds 10 hours. Foreign travel is based on the currency rate exchange and must be within the per diem rate.